

Perform Batch Control on Batch Close

To perform batch control on Batch Close:

1. From the *Batch Control* page,
 - Under **Batch Detail**,
 - Enter the **Batch Control Count**
 - Enter the **Batch Control Amount**
2. Click **Next**. The *Close Batch* page appears.



Application Tips

- If Batch Control is set to optional, the **Check Capture Lead Operator (CCLO)**, **Check Capture Operator (CCO)**, or **Check Capture Supervisor (CCS)** can choose to click to **Next** button without entering the batch control count and batch control amount.
- When the amount of a check item is incorrectly entered, click **Cancel** to return to the OTCnet Home Page. No data is saved. If **CCLOs** or **CCOs** discover that the amount of the check item was incorrectly entered, contact your **CCS**, and edit the check using the Show Item window.

-
3. Continue the batch close process and print the batch list report.



Application Tip

A user may print the PDF report or export the batch list report, regardless if the **Close Batch** and/or **Approve Batch** checkboxes are checked or unchecked. A **CCS** or **Check Capture Administrator (CCA)** can specify the **Batch List Report Print/Export Required During** options under **Advanced Administration**.